

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OTR/EA - 4	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Program Call - (Five Fiscal Years)						<input checked="" type="checkbox"/> STATISTICAL	
						<input checked="" type="checkbox"/> NARRATIVE	
						MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		<input checked="" type="checkbox"/> TRAINING		ADMIN. GENERAL	
		LOGISTICS				OTHER (specify)	
		MEDICAL		FINANCE		Training Support	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
12		Annual				2	
7. FORMAT (memorandum, form computer print-out, etc.)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
narrative - bound in hard cover		YES		IF YES GIVE ADP PROCESSING NO.		CIA Executive Director-	
		<input checked="" type="checkbox"/> NO				Comptroller	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, STAT Form No., or nomenclature. Attach separate sheet if necessary.)			
EA/Plans				8 (OTR Schools and Staffs including the STAT			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-18	17.00		16 hrs.		272.00	1	\$ 272.00
GS-17	16.70		16 hrs.		267.20	1	267.20
GS-16	14.50		16 hrs.		232.00	1	232.00
GS-14	11.00		210 hrs.		2,310.00	1	2,310.00
GS-14	11.00		30 hrs.		330.00	1	330.00
GS-13	9.10		180 hrs.		1,638.00	1	1,638.00
GS-07	4.50		100 hrs.		450.00	1	450.00
GS-05	3.60		90 hrs.		324.00	1	324.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
\$5,823.20							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Support to CIA's Congressional Budget, and projection of budget requirements. First Program Call submitted by OTR in March 1966 per direction from Executive Director-Comptroller.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS	
CHANGE						DOLLARS	
DISCONTINUE						0 0 STAT	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION
12 October 70		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140071-4 O/EA/Plans					